

Update Agency **Structure** Inventory

Utilize this form to notify Caltrans Structure Maintenance & Investigations of any change to an agency's bridge or tunnel inventory. These may be due to a structure addition, removal, replacement, or relinquishment. Choose from the options below and provide additional information as noted. Submit this and any other related documents to the email address listed below.

Step 1: Enter agency contact and structure information.

Contact name:

Phone:

Date:

Agency name:

Email:

Roadway name on structure:

Feature intersected by structure:

Structure location description:

Step 2: Choose the appropriate option below and enter the corresponding information.

a. Remove bridge from inventory (no replacement structure)

Bridge number:

Date of removal:

b. Relinquish bridge to another agency

Bridge number:

Receiving agency:

Relinquishment documents* included?

Yes

No

*Mandatory documents include:

- 1) an Annexation or Relinquishment document certified by the County Clerk or
- 2) a County Resolution or City Ordinance

c. Replace bridge** currently in inventory

New bridge number (if known):

Replaced bridge number:

New bridge name (if known):

If choosing option (c), please also complete the **Add bridge information in option (d) below as it pertains to the new bridge.

d. Add bridge to inventory

Bridge number (if known):

Year built:

Latitude/Longitude:

Both required:

Open to public/vehicular traffic?

Has clear span or sum of spans greater than 20 feet?

Choose one for each:

Structure Type?

Bridge

Tunnel

Photos?

Included

Not available

As-built plans?

Included

Not available

As-built plans should follow requirements of attached SM&I Policy and Procedure Memo 2015.1

Step 3: Obtain satellite/map image of bridge site (i.e. GoogleMaps, MapQuest, etc.).

Step 4: Email completed package to smi.office@dot.ca.gov

Package should include: this completed PDF form, relinquishment documents, satellite/map image

SM&I
Policy and Procedure Memo
Number: 2015.1
Effective Date: 05/08/2015

TITLE: Archiving Criteria for Bridge and Structure As-Built Plans

POLICY: Bridge and structure plans submitted to Structure Maintenance and Investigations (SM&I) for archiving into *Bridge Inspection Records Information System* (BIRIS) must be in compliance with the items listed below:

- A) All bridge and structure as-built plan sheets shall contain the following information:
 - 1) Clearly marked to indicate that the plan sheets are as-builts.
 - 2) The name of the as-built approver.
 - 3) The date of the as-built approval.
 - 4) The state bridge number or structure number.
- B) If the bridge or structure as-built plans are not available an acceptable alternative is the construction set of plans that have been clearly marked to indicate that the as-built plans are unrecoverable.
- C) Local Agency bridge plan sheets will only be accepted in the following media. In addition, the plans sheets must comply with either A or B of this memo.
 - 1) Electronic file format with a dpi between 150-300 Monochrome TIFF with CCITT group 4 compression. Output print size of 11"x17" with a maximum file size of 500KB. Additionally, the printed file must be legible.
 - 2) Paper copies with a minimum sheet size of 11"x17" and a maximum sheet size of 24"x36".
- D) Division of Engineering Services will submit bridge and structure as-built plans as directed in the memo, *Archiving As-Built Plans*, dated April 7, 2006 that is signed by Richard D. Land available through the [Document Retrieval System Support Home Page](#).

BACKGROUND: Structure Maintenance & Investigations archives electronic copies of as-built plans for bridges and structures that are owned by the State of California and electronic copies of as-built plans for bridges owned by local agencies. The as-built plans for bridges and structures are archived in the web based software *Bridge Inspection Records Information System* (BIRIS). All Caltrans employees can access BIRIS on the web at [HTTP://biris.dot.ca.gov](http://biris.dot.ca.gov).